

Agent Approval Criteria Checklist

Name of Agent:

Aspect:	Assessment Method	Requirement	Sufficient Evidence
<u>Organisation overview and profile</u> - to provide indication of an organisation's business image, competencies and approach	<ul style="list-style-type: none"> Adequate completion of due diligence form (and proposal form) – basic sentence structure, spellings and content 	Mandatory	<input type="checkbox"/> Yes <input type="checkbox"/> No Any comments:
	<ul style="list-style-type: none"> Google maps – surrounding location and office frontage 	Preferred	<input type="checkbox"/> Yes <input type="checkbox"/> No Any comments:
	<ul style="list-style-type: none"> Website – professional presentation, accuracy of contents, language style and sentence structure and reference to other providers 	Mandatory	<input type="checkbox"/> Yes <input type="checkbox"/> No Any comment:
<u>Legal and professional standing</u> - to illustrate an organisation's adherence to minimum legal and professional standards	<ul style="list-style-type: none"> Confirm company registration number 	Mandatory	<input type="checkbox"/> Yes <input type="checkbox"/> No Any comments:
	<ul style="list-style-type: none"> Public Liability Insurance – demonstration of agent's duty of care and level of responsibility 	Mandatory	<input type="checkbox"/> Yes <input type="checkbox"/> No Any comments:
	<ul style="list-style-type: none"> Privacy Policy – adequate coverage 	Mandatory	<input type="checkbox"/> Yes

	of requesting, transferring and securing applicant data		<input type="checkbox"/> No Any comments:
<u>Ethics, Standards and Integrity</u> - to provide an insight into an organisation's business conduct	<ul style="list-style-type: none"> Current membership to British Council (if applicable) 	Preferred	<input type="checkbox"/> Yes <input type="checkbox"/> No Any comments:
	<ul style="list-style-type: none"> Two satisfactory business references 	Mandatory	<input type="checkbox"/> Yes <input type="checkbox"/> No Any comments:
	<ul style="list-style-type: none"> Check relationship with any other providers listed on organisation's website (if applicable) 	Preferred	<input type="checkbox"/> Yes <input type="checkbox"/> No Any comments:
	<ul style="list-style-type: none"> Check Tier-4 and visa regulation knowledge (for international recruitment agents) 	Mandatory (for international recruitment agents for Tier-4)	<input type="checkbox"/> Yes <input type="checkbox"/> No Any comments:
<u>Premise (for UK agents, if applicants will enter the building)</u> - to illustrate an organisation's duty of care, level of	<ul style="list-style-type: none"> Will students enter premise for advisory or recruitment to Arden University 	Mandatory	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<ul style="list-style-type: none"> Premise available for duration of agreement 	Mandatory	<input type="checkbox"/> Yes <input type="checkbox"/> No

responsibility for health and safety and adherence of obligations and standards as expected by the University			Any comments:
	<ul style="list-style-type: none"> • Fire Safety 	Mandatory	<input type="checkbox"/> Yes <input type="checkbox"/> No Any comments:
	<ul style="list-style-type: none"> • Disabled access - if not met then a full statement of how the obligation would be fulfilled by the organisation 	Preferred	<input type="checkbox"/> Yes <input type="checkbox"/> No Any comments (alternative provision):
	<ul style="list-style-type: none"> • First Aid 	Preferred	<input type="checkbox"/> Yes <input type="checkbox"/> No Any comments (alternative provision):
	<ul style="list-style-type: none"> • Safeguarding • Health and Safety Policy 	Preferred	<input type="checkbox"/> Yes <input type="checkbox"/> No Any comments:

Recommendation:

Decision by SQM:

Approved

Not approved

Refer to Registrar or Head of International Student Compliance

Decision by Registrar or Head of International Student Compliance:

Reported to Partnership Committee:

Yes

No

Date:

